



UNIVERSITY OF  
**WEST LONDON**

LONDON COLLEGE OF MUSIC EXAMINATIONS

# Early Learning Syllabus

Certificates for children aged three to six years

2011 - 2014



UNIVERSITY OF  
**WEST LONDON**

---

LONDON COLLEGE OF MUSIC EXAMINATIONS

# **Syllabus for Early Learning Examinations**

## **2011 - 2014**

Certificates for children aged three to six years

# **LCM Examinations**

## **Director of Examinations**

John Howard BA PhD

## **Chief Examiner in Music**

Philip Aldred BEd FLCM

## **Chief Examiner in Drama & Communication**

Stephen Hazell MA PhD

## **University of West London**

### **LCM Examinations**

St Mary's Road

Ealing

London

W5 5RF

tel: +44 (0)20 8231 2364

fax: +44 (0)20 8231 2433

email: [lcm.exams@uwl.ac.uk](mailto:lcm.exams@uwl.ac.uk)

[uwl.ac.uk/lcmexams](http://uwl.ac.uk/lcmexams)

# Contents

	<b>Page</b>
London College of Music Examiners .....	4
London College of Music .....	5
London College of Music Examinations .....	5
<b>1. Syllabus introduction</b>	
1.1 Coverage of this syllabus .....	6
1.2 Validity of this syllabus .....	6
1.3 Availability of examinations and entry details .....	6
1.4 Duration of examinations .....	6
1.5 Candidates with particular needs .....	6
1.6 Progression .....	6
<b>2. Syllabus content</b>	
2.1 Syllabus overview .....	7
2.2 Speech Early Learning .....	8
2.3 Music Early Learning .....	9
2.4 Piano Pre Preparatory .....	10
2.5 Recorder Pre Preparatory .....	10
2.6 Early Learning Group .....	11
<b>3. Awarding and reporting</b>	
3.1 Issue of results .....	12
<b>4. Regulations and information</b> .....	13

# London College of Music Examiners

**Philip Aldred** BEd FLCM [*Chief Examiner in Music*]  
**William Alexander** BSc BMus MBA MMus PhD GRIC FTCL ARCM ATCL  
CertFAE \*  
**Brian Armfield** GBSM FTCL ARCM ABSM PGCE HonFLCM  
**Helen Arthur**  
**Marie Barry** BA FLCM ALSM ALAM  
**David Beer** BA PGCE  
**John Beilby** BMus PhD MTC(Lond) GLCM FLCM LRAM LTCL †  
**Erica Beynon** MA FLCM LLCM ALCM  
**Raymond Bidwell** BA MA(Ed) FVCM(Hons) LTCL LGSM ARCM PGCE ACP  
**John Branton** FVCM LVCM(TD) AMusVCM CT(VCM) ATM(SMTC) HonVCM  
**Claire Brock** BA GradDip  
**Joshua Brown** BA LTCL PGCE  
**Keith Brown** BMus ALCM PGCE  
**Angela Buckley** BA MA  
**Catherine Burnham** BMus LTCL PGCE  
**Kay Cadell** LLAM ALCM  
**Dorothy Carnegie** BMus PGCE  
**Paul Carter** BMus MA DASM ALCM PGCE FRSA  
**Rebecca Chambers** GRNCM PGRNCM  
**Alice Chua** MA FLCM ATCL  
**Rosy Chua** FLCM ATCL  
**Gerald Collins** LLCM(TD)  
**Justin Connolly** BMus ARCM FLCM  
**Peter Cook** GLCM FLCM FVCM PGCE \*  
**Stuart Corbett** BA FDipMus FVCM(Hons) LTCL LLCM PGCE \*  
**Barbara Courtney-King** LRAM ARCM  
**Sandra Cromie** BA LLCM(TD) ALCM PGCE  
**Patrick Davey** BMus MA TTCT  
**Gillian Davies** CertEd CertSpecialEd  
**Katherine Denton** BMus LRAM DipABRSM  
**Janet Dowsett** FLCM \*  
**Barry Draycott** MusB FTCL FLCM ARCM ARCO HonLCM \*  
**David Edwards** BEd LGSM  
**Patricia Evans** BMus FLCM  
**Jennifer Fisher** DipRAM LRAM BMus GSMD  
**Sheila Gaskell** FTCL LRAM LLCM  
**Aidan Geary** GLCM  
**Kathleen Gilbert** LRAM ARCM DipEd  
**Kevin Gill** FRCO GBSM LTCL  
**Coral Gould** LRAM ARCM LTCL CertEd  
**Moira Gray** FLCM LRAM LTCL ARCM DipMus(Open)  
**Yolande Gregor-Smith** LRSM ARCM DipTESOL  
**Ann Griggs** BA MA LRAM ARCM HonLCM \*  
**Nigel Groome** GLCM ARSCM FLCM \*  
**Peter Hallam** BEd MA LTCL  
**Mary Hamilton** GTCL LTCL Dip.Acad.di Sta.Cecilia Rome  
**Mary Hardy-Green** LLCM  
**Paul Harrison** MA GLCM FLCM LLCM(TD) LTCL PGCE  
**Chaz Hart** LRAM  
**Andrew Hatt** BA HonLCM  
**Stephen Hazell** BA PhD [*Chief Examiner in Drama and Communication*]  
**Sheila Hemming** LLCM ARCM HonLCM  
**Ann Hohenkerk** ALCM  
**John Howard** BA PhD [*Director of Examinations*]  
**Vic Hyland**  
**Marian Ingoldsby** BMus MA DPhil LTCL LRSM  
**David Jepson** GRSM ARMCM ARCO MTC  
**Deborah Jones** BA DipMus ALCM  
**Daithi Kearney** BA HDipEd TTCT PhD  
**Louise Keating** BA BMus GradDip TTCT  
**Richard Lambert** BEd MA ALCM  
**Elizabeth Lannigan** ALCM  
**Tara Leiper** BEd MA LTCL LLCM(TD) ARCM DipABRSM  
**Jayne Lewis** BA PGCE  
**Jayne Lindgren** LLAM †  
**Jocelyn Lord** MA FLCM LGSM LLAM ACSD †  
**Helen Madden** GCLCM  
**Susan Maguire** BA HDipEd Dipltal LLCM(TD) ALCM EFLCert  
**Andrew McBirnie** BA MMus PhD LTCL \*  
**Deirdre McDonald**  
**Ray McGinley** ALCM  
**Paula McKernan** LLB ALCM(TD)  
**Andrew McManus** BMus GBSM FLCM ABSM(TD) ACertCM TEFL(Dip)  
**Neil Millensted** MA FTCL LRAM ARCM  
**Michael Milner** LGSM ALCM  
**John Mitchell**  
**Joyce Mitchell** FLCM LLCM ALCM  
**Mary Mitchell-Ingoldsby** BMus MA HDip(Ed)  
**Colette Moloney** BMus PhD DipCSM LLCM(TD) LRSM LTCL ALCM \*  
**David Nichols** GGSM FRCO LRAM ARCM HonFLCM FRSA  
**Ng Kok Cheow** LTCL LRSM LMusTCL  
**Bridget O'Connell** BMus MA LLCM ALCM(TD)  
**Susan Olden** LRAM LLCM(TD) ARCM AMusTCL  
**Ates Orga** BMus FTCL LMusTCL ATCL  
**Gillian Patch** MusB MMus PGDip LLCM LTCL LGSM HonFLCM \*  
**Christine Peet** BA MEd CertEd  
**Tony Pegler** FLCM  
**Maxwell Pettitt** BMus MMus ARCM ALCM FRSA  
**Kathleen Phillips** LGSM ALCM  
**Elizabeth Pipe** LLCM  
**Peter Precious** GradDipMus  
**Jenifer Pressdee** LGSM ANEA  
**Nigel Ramage** MA DipEd †  
**Peter Reder** MA GLCM ACSD †  
**Michael Regan** BMus MMus LGSM HonFLCM  
**Jack Richards** AGSM CertEd \*  
**Nathan Rose** BMus PGDip ALCM  
**Claire Rubman** PhD FLCM LLCM(TD)  
**Gibson Russell** GRSM LRAM ARCM HonFLCM  
**Rex Satchwell** BA LGSM LRAM HonFLCM  
**Ian Seddon** FLCM ATCL ARCO  
**Gillian Shimwell** AGSM CertEd  
**Dave Simpson** LGSM  
**Tony Skinner** FRSA  
**Elaine Smith** GLCM LLCM HonFLCM \*  
**Alison Sparrow** BA  
**Jennifer Speculand** FLCM FSTD LLCM(TD) LGSM ALAM †  
**Christopher Stanbury** BMus MMus FLCM  
**Christopher Tinker** PhD GRSM ARCM PGCE  
**John Traill** BA MMus DPhil  
**J Godfrey Turner** FLCM LTCL LRAM ARCM MCoIIP  
**Leo Turner** LTCL LLCM LGSM  
**Christopher Tutin** BMus MA LRSM ALCM  
**Caoimhín Vallely** BMus MA  
**Jill Wallis** BEd FLCM LTCL  
**Richard Walsh** BA MPhil FLCM  
**John Warren** BMus GMus FLCM LGSM LTCL ACertCM CertEd  
**Tonni Wei** LMusVCM ARCM  
**David Whittaker** GLCM FLCM LLCM(TD) \*  
**Peter Wild** GRSM LRAM ARCO \*  
**Leonie Wilde** BA LLAM  
**Martyn Williams** BMus GRSM FRCO FLCM MTC PGCE HonFLCM \*  
**Peter J Williams** GLCM MBA LLCM(TD) NPOH  
**Wei Wong** GLCM LLCM(TD) PGCE HonLCM  
**Carol Woods** MA GRSM ARMCM

\* denotes Senior Examiner in Music † denotes Senior Examiner in Drama and Communication

[This list was correct at the time of printing.]

---

# London College of Music

---

The London College of Music (LCM) is the largest specialist Music and Performing Arts institute in the UK. It has a long history of music education dating back to 1887, when it was situated in Great Marlborough Street, London, where the college began as an examination body. In 1991 LCM became part of Thames Valley University, which was renamed the University of West London in 2011.

The London College of Music offers an impressive range of innovative courses, respected worldwide and delivered with creativity and passion by practising industry experts. Courses include Performance and Composition, Popular Music Performance and Recording, Performing Arts, Music Management, Music Technology and Theatre Production.

Further information about full-time programmes for undergraduate and postgraduate students, in addition to the Junior College, is available from:

- the UWL Learning Advice Centre - tel: 020 8579 5000; email: [learning.advice@uwl.ac.uk](mailto:learning.advice@uwl.ac.uk)
- the Faculty of the Arts office - tel: 020 8231 2304; email: [music@uwl.ac.uk](mailto:music@uwl.ac.uk)
- [uwl.ac.uk/music](http://uwl.ac.uk/music)

---

## London College of Music Examinations

---

External examinations have been awarded by the London College of Music since the institution's founding in 1887. Today, examinations are held throughout the United Kingdom, Republic of Ireland and at many overseas centres, and are unique in the graded examinations world in being awarded by a university.

LCM's graded and diploma examinations in most subjects are accredited by Ofqual (formerly the Qualifications and Curriculum Authority, QCA), which serves as a UK governmental stamp of approval and quality assurance, confirming parity of standards with other similar examinations boards. Furthermore, the resulting mapping of LCM Examinations onto the QCF (Qualifications and Credit Framework) means that candidates applying to UK universities through the UCAS system can increase their points tariff if they have been awarded a Pass or higher at Grades 6-8 in an accredited subject.

LCM Examinations are distinctive, both in the qualifications offered and in the administration and running of the exams. We have retained the well-known traditional atmosphere and qualities of the London College of Music: informality, friendliness and approachability, although set in a fully professional and modern context. We are small enough that enquiries to the head office can be dealt with speedily and efficiently, and we are able to get to know many of our representatives and teachers personally by name. Examiners pride themselves on being friendly and approachable, ensuring candidates are put at their ease and are thus able to perform to their full potential; yet they are professional, applying thorough and objective assessment criteria in forming their judgements.

Our range of syllabuses and exam formats is exceptionally wide. Examinations may be taken in piano, all orchestral instruments, classical singing, music theatre, popular music vocals, guitar, electronic keyboard, electronic organ, drum kit, percussion, church music, Irish and Scottish traditional music, jazz (piano, wind and brass), ensemble, early learning, theory (both classical and popular) and composition. Examinations in acoustic, electric and bass guitars are offered in partnership with the Registry of Guitar Tutors (RGT). Our diplomas are internationally recognised and include composition, conducting, thesis and theoretical diplomas as well as performing and teaching diplomas in all instruments, across four levels.

We offer a number of pre-Grade 1 Step exams. Graded exams include a viva voce element, which encourages candidates to think, both technically and critically, about the music they perform in the exam. Syllabuses contain a wide range of repertoire options, sometimes including an own choice element. Finally, we offer the very popular Leisure Play option, where candidates perform three pieces plus a fourth own choice, but do not attempt any of the additional components of the exam.

Graded and diploma syllabuses are available free of charge from LCM Examinations and from local representatives.

---

# 1. Syllabus introduction

---

## 1.1 Coverage of this syllabus

---

This London College of Music Examinations syllabus is designed to prepare students for the following examinations awarded by University of West London Qualifications:

- Speech Early Learning examinations
- Music Early Learning examinations
- Pre Preparatory examinations in Piano and Recorder
- Early Learning Group examinations

## 1.2 Validity of this syllabus

---

This syllabus is valid from 1 January 2011 until 31 December 2014.

## 1.3 Availability of examinations and entry details

---

Practical examinations take place throughout the year according to location. In the UK and Ireland, practical examinations are held three times a year at public centres: Spring (March/April), Summer (June/July) and Winter (November/December). The dates when each year's sessions begin and end are published in the preceding Autumn. Completed entry forms, together with full fees, must be submitted to the representative of the chosen examination centre on or before the closing date, as listed on entry forms. The representative is responsible for devising the timetable.

In addition, LCM conducts examinations at schools, colleges and teaching studios on a private centre basis, provided the practical grade entries total at least five hours' examining time, and any venue-related costs are covered by the applicant. The co-ordinating teacher is responsible for timetabling the examination day. Some flexibility is possible, and teachers are invited to telephone LCM Examinations on 020 8231 2364 to discuss the arrangements in advance.

## 1.4 Duration of examinations

---

Early Learning Individual	Pre Preparatory Piano & Recorder	Early Learning Group
10 mins	10 mins	20 mins

## 1.5 Candidates with particular needs

---

Information on assessment, examination and entry requirements for candidates with particular needs is published in the document *Equality of Opportunity, Reasonable Adjustments and Special Consideration*. Copies of this are available free of charge from the LCM Examinations office (tel: 020 8231 2364).

## 1.6 Progression

---

After Early Learning assessments, children may progress to Steps and then Grades, in a wide range of Music and Drama & Communication subjects. Syllabuses are available from LCM Examinations (details on page 2).

---

## 2. Syllabus content

---

### 2.1 Syllabus overview

---

London College of Music recognises the excellent work being done in kindergartens, in nursery and infant school reception classes introducing children to music and developing their interactive oral communication skills. This brings enormous educational and social benefits as well as enjoyment.

This syllabus is designed for these young children, to provide encouragement and a basis for assessment in music and speech at very early stages of development. At all three Stages, the development of skills and confidence is the main aim.

The following assessments are offered:

#### Individual

- Speech Early Learning: Stage One, Stage Two, Stage Three
- Music Early Learning: Stage One, Stage Two, Stage Three
- Pre Preparatory: Piano, Recorder

#### Group

- Early Learning Group: Stage One, Stage Two

#### The Teacher

In order to provide as relaxed an environment as possible, the teacher may come into the exam room with each candidate.

#### The Assessment Report

This will be compiled during the examination and couched in positive terms.

- Early Learning: The report will not include marks but will award Pass, Merit or Distinction.
- Pre Preparatory: Marks are given, and successful candidates are awarded a Pass (65-74%), a Pass with Merit (75-84%) or a Pass with Distinction (85-100%).

#### The Certificate

- Early Learning: All children who complete the assessment will receive at least a Pass certificate.
- Pre Preparatory: Candidates achieving a Pass or higher will receive a certificate.

## **2.2 Speech Early Learning**

---

### **Stage One**

The candidate will:

1. Exchange greetings and introductions with the examiner.
2. Speak a nursery rhyme or sing a song from memory. Movement and gesture may be included in the performance.
3. Perform a prepared descriptive animal mime, to show an observation of animal movement.

The examiner will look for concentration and real involvement from the candidate.

### **Stage Two**

The candidate will:

1. Exchange greetings and introductions with the examiner.
2. Speak a nursery rhyme or poem of similar standard or sing a song from memory. Movement and gesture may be included in the performance.
3. Perform a prepared mime to show an occupation or a sequence of events, to demonstrate mood, e.g. happy or sad.

The examiner will look for concentration, eye contact, involvement and enjoyment from the candidate.

### **Stage Three**

The candidate will:

1. Give a simple, personal introduction of themselves during a conversation which will be led by the examiner. The candidate may bring one or two family photographs or a favourite possession as stimulus.
2. Speak a poem, action rhyme or nursery rhyme of their choice.
3. EITHER (a) Act a brief drama speech in character (maximum 10 lines).  
OR (b) Speak a contrasting second poem, action rhyme or nursery rhyme of their choice.

The examiner will look for concentration, enjoyment, and the ability to respond to simple questions.

## **2.3 Music Early Learning**

---

### **Stage One**

The candidate will:

1. EITHER (a) Perform a short elementary piece on any instrument.  
OR (b) Sing a traditional nursery rhyme, from memory.
2. Take part in a discussion with the examiner about the piece or nursery rhyme performed. The candidate will be asked to give a simple description of the music (e.g. happy or sad).

### **Stage Two**

The candidate will:

1. EITHER (a) Perform a short elementary piece on any instrument.  
OR (b) Sing a song (which may be a traditional nursery rhyme), from memory.
2. Take part in a discussion with the examiner about the piece or song performed. At this level, more interaction between the candidate and the examiner is expected than at Stage One. In addition to the criteria for Stage One, the candidate may be asked whether the music is loud or soft, fast or slow, and high or low in pitch.

### **Stage Three**

The candidate will:

1. EITHER (a) Perform TWO elementary pieces on any instrument (or instruments).  
OR (b) Sing TWO songs (one of which may be a traditional nursery rhyme), from memory.  
OR (c) Perform ONE elementary piece on any instrument, and sing ONE song (not a traditional nursery rhyme), from memory.
2. Take part in a discussion with the examiner about the pieces and/or songs performed. In addition to the criteria for previous stages, the candidate may be asked about why s/he likes the items.
3. Answer questions about a simple piece of music played by the examiner on the piano. The candidate may be asked whether the music is happy or sad, loud or soft, fast or slow, and high or low.

At each stage, examiners will look for enthusiasm, enjoyment and an increasing degree of confidence.

## **2.4 Piano Pre Preparatory**

---

The examination comprises exercises, pieces and note recognition.

Please refer to the current Piano Repertoire List for details.

## **2.5 Recorder Pre Preparatory**

---

Candidates will find all the required material for the examination in the LCM Publication:

- Kindergarten Recorder Examination, Pre Preparatory (LL11830)

### **Component 1 – Exercises**

25 marks

Candidates should play all five exercises contained in the book.

### **Component 2 – Studies**

20 marks

Candidates should play both the studies contained in the book.

### **Component 3 – Pieces**

40 marks

Candidates should play TWO pieces chosen from the five contained in the book.

### **Component 4 – Recognition of Notes, Signs and Time Signatures**

15 marks

Candidates will be asked to name/explain notes, values, signs and time signatures, as listed in the book.

## **2.6 Early Learning Group**

---

Teachers may prefer to enter children as a group. A group of between 5 and 9 in number is considered suitable. Each child should wear a large name badge. On successful completion of the examination a single report will be issued. Each child taking part in the group will receive a certificate. Teachers are expected to take an active part in the children's work during the examination and are invited to work 'in role' in all three sections.

The examiner will look for:

- involvement by the children
- response to other members of the group
- control, but not inhibition, by the teacher
- ability to complete the examination
- ability and willingness to talk to the examiner about the examination work, and subjects that arise from it
- coherence in the progress of the examination work

There are two stages:

### **Stage One**

1. The candidates will perform an action rhyme, singing/acting game, as a group. Untuned percussion may be used. The songs from such books as *Okki Tokki Unga* are useful and suitable. The teacher may direct the group and prompt.
2. The candidates will take part in a story told by the teacher. For instance, the house building and 'huffing and puffing' in *The Three Little Pigs*, or to 'show the group' Cinderella trying on the slipper. There are many methods where children are included in the story-telling techniques used by the teacher.
3. The examiner will sit with the children and talk with them about the work presented.

### **Stage Two**

1. The candidates will perform an action rhyme, singing/acting game as for Stage One. Each child should stand in his/her place in the group. For this stage the examiner will expect that memory is clear, and that the children are able and willing to co-operate as a group with very little prompting from the teacher.
2. The candidates will take part in an original 'game' during the examination. This should be devised by the teacher and 'played' before the examination so that it is familiar to the children. It is envisaged that the teacher will be 'in role' and that there will be no props. The title of the 'game' could be 'The Birthday', 'The Tea Party', 'A Visit to the Zoo', 'A Trip to the Seaside', 'The New Baby' or a similar title devised by the teacher. It is not acceptable to base this part of the examination on a film or television programme.
3. The examiner will talk to the children about the work presented and other subjects which arise.

---

## **3. Awarding and reporting**

---

### **3.1 Issue of results**

---

A written report will be compiled for each examination. Candidates will be informed of the result of examinations as soon as possible, and not later than four weeks after the examination date, by post. Representatives are not allowed to issue results over the telephone. Certificates are normally dispatched within eight weeks of the date of the examination, but very often they will be received sooner than this. This time is necessary to ensure that all results are properly standardised and have been checked by LCM Examinations. (*See Regulation 27.*)

---

## 4. Regulations and information

---

These regulations cover all examinations in Music Performance, Music Theatre, and Music Literacy (Theory). They do NOT cover examinations administered in partnership with the Registry of Guitar Tutors or the Examinations Registry, although some information concerning Popular Music Theory is included below.

1. **Validity of syllabus:** Please refer to individual syllabuses and repertoire lists for the dates when each syllabus or repertoire list may be used.
2. **Examination dates (Public centres):** Practical examinations take place throughout the year according to location. In the UK and Ireland, practical examinations are held three times a year at public centres: Spring (March/April), Summer (June/July) and Winter (November/December). The dates when each year's sessions begin and end are published in the preceding autumn. Overseas candidates should contact their local representative for details of examination dates. Associate, Licentiate and Fellowship diplomas may only be taken at a recognised Diploma Centre. Please contact the LCM Examinations Office or consult the website ([uwl.ac.uk/lcmexams](http://uwl.ac.uk/lcmexams)) for details of your nearest representative.
3. **Examination dates (Private centres):** Examinations are conducted at schools, colleges and private teaching studios where preparation for LCM Examinations supports and complements the course, provided there are sufficient entries to make the visit viable, and any venue-related costs are covered by the applicant. Exams may be held at any time at private centres. The co-ordinating teacher is responsible for timetabling the examination day. Please contact LCM Examinations for further details.
4. **Examination dates (Theory):** Written examinations are held in March, June and December each year. Theoretical Diplomas are held in June only. Exact dates are printed on the entry forms.
5. **Entry procedure:** Closing dates for entry, for each examination session, are listed on the Entry Forms. Overseas candidates should consult their local representative for the closing dates. Entries must be submitted to the local representative of the Centre where the candidate wishes to take the exam; NOT centrally to the LCM Examinations Office. Entries may not be submitted by fax. Please note that, while LCM Examinations will make every effort to accommodate requests for practical exam dates, no guarantee can be made that such requests will be met.  
*Classical Guitar Exams:* Step and Grade examination entries must be submitted to LCM Examinations on an original Registry of Guitar Tutors entry form, found in the back of the Handbook for each grade. This is the only method of obtaining a valid entry form. Handbooks may be ordered from the Registry of Guitar Tutors. Exceptions are made for 'siblings' and 're-entry'; special forms are available from LCM Examinations.  
*Popular Music Theory:* Entries must be submitted to the Examinations Registry on an original Examinations Registry entry form, found in the Handbook for each grade. This is the only method of obtaining a valid entry form. Handbooks may be ordered from the Examinations Registry. Exceptions are made for 'siblings' and 're-entry'; special forms are available from LCM Examinations.
6. **Late entries:** These may be accepted up to seven days after the last date of entry. Each entry must be accompanied by the current late fee for each candidate. No entry will be accepted if it is received at a later date.
7. **Conditions of entry:** LCM Examinations reserves the right to refuse entry to any candidate without giving a reason. The right to postpone or cancel the entry of any candidate is reserved. Entries are accepted subject to the regulations stated in this syllabus. Entry for examination constitutes an agreement on the part of the candidate to abide by the regulations.
8. **Fees:** A complete table of current UK examination fees is printed on the examination entry forms each year. Overseas fees are obtainable from the regional representative. Cheques, bankers' drafts, etc. must be made payable to [University of West London](http://University of West London). Fees cannot be refunded, nor entries postponed to a later examination session. Candidates not attending examinations for which they have entered, unless for a reason covered under the Special Considerations policy (see Regulation 34), will forfeit their fees.  
*Popular Music Theory:* A list of current fees is printed by the Examinations Registry each year. Cheques, bankers' drafts, etc. must be made payable to the [Examinations Registry](http://Examinations Registry).
9. **Pre-requisite qualifications (approved prior learning):** Candidates may enter for any graded examination without having taken any preceding examination, except candidates entering for Practical Grade 8 (all endorsements except Pop Vocals, Music Theatre, and Irish and Scottish Traditional Music) who must hold Grade 5 or higher in Music Theory from LCM Examinations, ABRSM, or Trinity/Guildhall. Acceptable alternatives to Grade 5 theory are as follows: A, B or C pass in music in the GCSE (or GCE O Level); CSE Grade 1; Scottish Certificate of Education (Standard or Higher Grade); Junior or Leaving Certificate in the Republic of Ireland; RCT Grade 2 Rudiments in Canada. There is no theory pre-requisite for Proficiency Leisure Play. Details of pre-requisite qualifications for diplomas are outlined in full in the relevant syllabuses. Alternatives may be considered on application to the Chief Examiner in Music.

10. **Substitutions:** Only candidates officially entered will be accepted for examination. Substitution of a candidate in place of a candidate originally entered will not be allowed.
11. **Transfers:** Transfer of candidates from one centre to another will not be considered unless there are exceptional circumstances which have been approved prior to the transfer by LCM Examinations. Transfers will only be administered on receipt of the transfer fee.
12. **Examination appointments:** An Attendance Notice detailing the date, time and venue of the examination will be issued to each candidate, via the correspondence address on the entry form, not later than two weeks before the date of the examination. This should be retained by the candidate, and handed to the attendant on the day of the examination. LCM Examinations should be informed immediately if there are any errors on the Attendance Notice. An incorrect grade or subject cannot be changed on the day of the exam, and spelling corrections will incur a fee if notified after the issue of the certificate. Candidates should arrive at the venue no later than 15 minutes before the scheduled time of the examination.
13. **Conditions at public centres:** A quiet room will be provided. Every effort will be made to ensure that the candidate is not disturbed by outside noise. The room will be of a moderate size, but with sufficient room to enable candidates to perform effectively. A good quality, tuned piano, with a stool, will be provided. A music stand will be provided for instrumentalists. Guitarists should bring their own footstool. Electronic Keyboard candidates should bring their own keyboard stand, if required; however, a table and power source will be provided. A waiting room will be provided, and a warm-up room where available.
14. **Digital pianos:** Good quality digital pianos may be used for examinations up to Grade 8 level. They may NOT be used for diplomas (except Jazz, Music Theatre, and Irish and Scottish Traditional diplomas). Where a digital piano is used, centres must inform all candidates and/or teachers at the time of entry.
15. **Examination procedure:** The examination components will normally be conducted in the order shown in the syllabus, unless the candidate requests otherwise. Examiners will normally offer a brief warm-up period of approximately 1 minute to candidates taking Grade 5 or higher. Where other candidates require warm-up time, the examiner should be informed accordingly. For sight-reading components, candidates will be given approximately one minute's preparation time, during which they may study and try out short sections of the extract, but they may not play the complete extract through until asked to do so by the examiner. (NB. This does not apply to tests in Electronic Keyboard and Organ examinations, where different guidelines apply).
16. **Admission to the examination room:** Practical examinations are conducted in closed conditions. No-one, apart from the candidate and the examiner(s), is allowed into the examination room *with the following exceptions:*
- (a) an accompanist, who may be present *only* for those parts of the examination where they are required;
  - (b) for candidates aged 12 and under who are using pre-recorded backing tracks, an adult operating the playback equipment, who may be present *only* for those parts of the examination where they are required (see *Regulation 23*);
  - (c) an approved person, such as a parent or teacher, in Early Learning or Pre Preparatory examinations;
  - (d) an approved person, such as a parent or teacher, or a language interpreter, where this concession has been granted prior to the examination as the result of a request for reasonable adjustments for a candidate with particular needs (see *Regulation 35*);
  - (e) a chaperone for Music Theatre candidates (see *Music Theatre syllabus guidelines*);
  - (f) an audience for FLCM recitals (see *individual syllabuses for further guidelines*);
  - (g) an instrumental or vocal ensemble for Conducting examinations.
- Page-turners are NOT allowed, unless in exceptional circumstances, and with prior approval from the Chief Examiner in Music. (Please see *Regulation 22a* below).
17. **Use of music in examinations:** With the exception of certain examinations (see below), candidates must use published editions of all music performed in the examination, whether published by LCM Examinations or by other publishers. Where a certain published edition is listed in the syllabus repertoire, candidates may use any alternative published edition of the music, provided that this is not a simplified version. Candidates should ensure that they have obtained all the necessary music before submitting an entry. Where a candidate wishes, or is required, to perform from memory (e.g. in Music Theatre exams), published editions of the music must still be available for the examiner's reference. Diploma candidates must bring additional copies of the music for the examiners' reference; photocopies may be used for this purpose. *NB. Candidates are not required to use or provide published editions in the following examinations: Popular Music Vocals, Irish and Scottish Traditional Music.*
18. **Performance of repertoire:** All repertoire should be performed exactly as indicated in the published edition (with the exception of repeats: see *Regulation 19*). Music which is published with an accompaniment must be performed with that accompaniment. Music may not be altered, abridged, or cut except where such provision is made in the particular syllabus, or where the performance convention allows (e.g. Music Theatre, Electronic Keyboard and Organ, popular and jazz styles).

19. **Repeats:** Performance of repeats is at the candidate's discretion. In general, shorter repeats should be included, but longer repeats (e.g. full exposition of a sonata form movement) should not be played. *Da Capo* and *Dal Segno* signs should be observed.
20. **Fingering:** Specified fingerings in LCM or other publications should be taken as suggested guidelines only. Alternative fingering will not be penalised by examiners unless it adversely affects the musical result.
21. **Tuning:** Candidates may obtain assistance (from their accompanist) with tuning their instruments up to Grade 5. From Grade 5 onwards, candidates should tune their own instruments. Examiners will not provide tuning assistance.
22. **Use of photocopies:** The use of photocopied music by candidates or accompanists, unless authorised by the publisher or copyright holder, will not be permitted in the examination *with the following exceptions*:
- a photocopy of a page of a work for ease of performance due to a difficult page turn;
  - a photocopy of a piece for the examiner's reference, provided the performer is using his or her own published edition;
  - an enlarged or modified photocopy for candidates with particular needs, provided the original edition is also brought to the examination and presented to the examiner (*see Regulation 35*).
- All such photocopies will be retained by the examiner, and destroyed at the end of the day's examinations. Compliance with copyright law is the responsibility of the candidate. However, failure to comply will lead to disqualification and no marks or certificate being awarded.
- NB. Printouts of *legal* internet downloads are acceptable.
23. **Accompaniment:** It is the candidate's responsibility to provide a suitable accompanist, if required, for the examination. LCM Examinations cannot provide or recommend accompanists. Pre-recorded backing tracks may NOT be used except in the following circumstances:
- in Music Theatre, Popular Music Vocals, Drum Kit, Tuned Percussion or Jazz examinations;
  - where a piece specified in the syllabus is published with a pre-recorded backing track;
  - with the prior approval of LCM Examinations.
- Where pre-recorded backing tracks are used, candidates are responsible for bringing and operating their own equipment. For young candidates (aged 12 and below), an adult may be present to operate the equipment (*see Regulation 16b*).
24. **Stopping candidates:** Examiners may, at their discretion, stop a candidate at any part of a practical examination if the candidate has exceeded the time allowed for that part of the examination.
25. **Exemptions:** No exemptions are allowed from any part of any examination. Where an examination component is not attempted, a mark of 0 will be awarded. However, with the exception of aural tests and viva voce components, where all elements of a component are at least attempted, a mark of at least 33% will be awarded for that component.
26. **Recording of examinations:** A random selection of examinations is recorded for purposes of archiving, standardisation and examiner training. LCM Examinations undertakes not to disseminate such recordings in any way whatsoever beyond these purposes. The recording equipment used is unobtrusive and does not affect the examination procedure. Such recordings may not be used or referred to at any stage in connection with any enquiry, appeal or complaint about the examination, either by the candidate or by LCM Examinations.
27. **Examination results and certificates:** A written report will be compiled for each examination. Candidates will be informed of the result of practical examinations as soon as possible, and not later than four weeks after the examination date, by post. Theory results will be sent several weeks after the written examination date. Representatives are not allowed to issue results over the telephone. Certificates for successful candidates are normally dispatched within eight weeks of the date of the examination, but very often they will be received sooner than this. Replacements of lost or destroyed certificates can normally be provided, subject to proof of the result, the applicant's identity, and payment of the appropriate current fee. An *Application for Replacement Certificate* form should be submitted. The form can be found on the LCM Examinations website, and is available on request from the LCM Examinations office.
28. **Graded qualifications:** Certificates issued for graded examinations are not intended to imply that the holder is qualified to teach, nor do they give the holder the right to use any letters after his or her name.
29. **Diplomas in teaching:** LCM Diplomas in Teaching do not confer Qualified Teacher Status (QTS) on the holder.
30. **Diploma completion period:** Diploma candidates must complete all the requirements of the examination within a 3-year period, in order to be awarded the qualification. Details of components of examinations which may be carried forward on re-entry are detailed in individual syllabuses.

31. **Academic dress:** Holders of diplomas may wear academic dress as follows:  
 DipLCM, DipMusLCM: Gown  
 ALCM, AMusLCM: Gown and Cap  
 LLCM, LMusLCM: Gown, Cap and Licentiate Hood  
 FLCM: Gown, Cap and Fellowship Hood
- Academic dress is available for hire or purchase from the official robemaker, William Northam Ltd., PO Box 367, Waterbeach, Cambridge, CB5 9QY (tel. 01223 863022). A Form of Authority, obtainable from LCM Examinations, should accompany all orders.
32. **Enquiries and appeals:** Information about lodging enquiries and appeals against results is contained in the document *LCM Examinations Appeals Procedure*, available from LCM Examinations. Initial enquiries must be made in writing, enclosing a copy of the examiner's marksheet.
33. **Equal opportunities:** Entry for examinations is available, and assessment is carried out, on an equal and fair basis to all candidates, regardless of origin, status or background. The full policy is contained in the document *Equality of Opportunity, Reasonable Adjustments, and Special Consideration*, available on request from the LCM Examinations Office.
34. **Special consideration (including absence through illness):** Candidates who are unable to take an examination at the scheduled time, for medical reasons, are invited to submit a signed doctor's letter indicating the reason, and accompanied by the Attendance notice, to the LCM Examinations Office (or, in the case of Popular Music Theory, to the Examinations Registry). The letter must be submitted within two weeks of the examination date, and must make clear that the candidate was incapacitated on the day of the scheduled examination. The candidate will then be permitted to re-enter for the same examination on payment of half the current fee. Candidates who are unwell on the day of the examination, but elect to take the exam nonetheless, will not be granted any special consideration in terms of assessment, and will not be eligible for a half-fee re-entry. Candidates who are unable to take an examination for compassionate reasons (e.g. death of a relative) are also covered under this policy. The full policy is contained in the document *Equality of Opportunity, Reasonable Adjustments, and Special Consideration*, available on request from the LCM Examinations office.
35. **Reasonable adjustments (candidates with particular needs):** LCM Examinations is particularly sensitive to the requirements of candidates with particular needs, and encourages them to enter for examinations. There is a wide range of special procedures which can be put in place for such candidates. Full details and accompanying documentation MUST be included at the time of entry; examiners are not able to consider such documents if submitted for the first time on the day of the examination. Full details of this policy are contained in the document *Equality of Opportunity, Reasonable Adjustments, and Special Consideration*, available on request from the LCM Examinations office.
36. **Language:** All examinations are conducted in English.
37. **Syllabus requirements and infringements:** It is the candidate's responsibility to obtain, and comply with, the current syllabus. Please note that certain syllabuses and endorsements contain particular conditions and requirements. Where candidates are entered for examinations by teachers, the teacher should ensure that candidates are entered in accordance with the current syllabus requirements. Where there are variations without prior agreement, marks may be adjusted or deducted, and in serious cases, candidates may be disqualified.
38. **Changes to syllabuses:** LCM Examinations follows a policy of consistent improvement and development and may, without notice, update its regulations, syllabuses and other publications. Where a repertoire piece not published by LCM Examinations is taken out of print by the publisher, LCM Examinations will seek to provide an alternative as soon as possible. Where alterations, additions and/or deletions to syllabuses take place, LCM Examinations cannot accept responsibility for informing candidates and teachers of such changes except through *Forte* (the LCM Examinations newsletter) and the normal reprinting process.
39. **Availability of syllabuses:** A wide range of examinations and subjects is offered, across the full range of Music, and Drama and Communication. All syllabuses and repertoire lists are available free of charge from LCM Examinations, and from local representatives.